

SECRET

00/557-2287

Approved For Release 2001/04/05 : CIA-RDP81-00261R000600030074-6

MEMORANDUM FOR: Office of the General Counsel
Chief, Audit Staff
Chief, Commercial Staff
Chief, Management Staff
Chief, Medical Staff
Director of Communications
Comptroller
Director of Logistics
Director of Personnel
Director of Security
Director of Training

SUBJECT : Approving Officers 25X1A

REFERENCE :

1. A review of the current manner of designating Approving Officers indicates that revised procedure is called for in order to prevent unsound practices from developing. The fundamental principle underlying the approval of financial transactions is that this function is a supervisory responsibility and will only be performed relative to personnel or activities under the supervision and direction of the Approving Officer.

2. In accordance with referenced regulation, it will be the policy of this office to ~~not~~ designate ~~as~~ Approving Officers to Staff and Office Chiefs and Directors and their Deputies, Chiefs of Divisions and their Deputies and Chiefs of Administration of Staffs and Offices. ~~The last~~ shall only approve financial transactions pertaining to personnel or activities under their direct supervision, or such other general administrative-type transactions as may be formally placed under their technical responsibility by the Chief or Director of the Staff or Office concerned.

Chief of Admin - This Office

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3. It is requested that each Chief or Director of each Staff or Office submit, in memorandum form, a revised listing by name and title of those officials within their components whom they wish to have designated as Approving Officers. The memorandum should be addressed to the Chief, Finance Division and/or to the Chief, Fiscal Division, be signed by the Chief or Deputy Chief of the Staff or Office concerned and should include the signature of each nominee. The memorandum will be routed to the Executive Assistant for the Director of Support, [redacted] for approval and forwarding to the Chief, Finance Division and/or Chief, Fiscal Division as appropriate. Additions and deletions to this revised list, desired in the future, will be handled similarly.

25X1A

4. Existing designations inconsistent with the above are rescinded.

H. GATES LLOYD
Acting Deputy Director
(Support)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Copy

FROM:	Finance Division Operations and Liaison Branch 200 Alcott Hall, X-3550	DATE		OFFICER'S INITIALS	NO.
		RECEIVED	FORWARDED		
1.	C/O&L 200 Alcott Hall	28 Apr 59	4/28	/s/ JHS	
2.					
3.	AC/FD 1036 Alcott Hall		4/29	/s/ REW	
4.					
5.	Comptroller 1039 Alcott Hall		4/29	/s/ RHF	
6.					
7.	A-DD/S 125 East Bldg. 25X1A	29 Apr 59	7 May 59	/s/ HGL/p	
8.	Att. [REDACTED]				
9.	25X1A Mr. [REDACTED] 2127 "I" Bldg.				
10.					
11.					
12.					
13.					
14.					
15.					

25X1A
3 to 7: The attached is in accordance
with [REDACTED] tele-
phone conversation of several
days ago. 25X1A/s/
X-2295

Daney 5/13/59
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All copies of the original
memo from Finance have been
destroyed.

Please suspend these offices
Approved For Release 2001/04/05 : CIA-RDP81-00261R000600030074-6
for 29 May 1959. Barber

Spasic
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ROUTING AND RECORD SHEET

CW 4-3950

SUBJECT: (Optional)

FROM:	ROUTING AND RECORD SHEET			NO.
	RECEIVED	DATE	OFFICER'S INITIALS	
Finance Division Operations and Liaison Branch 200 Alcott Hall, X-3550				DATE
TO: (Officer designation, room number, and building)	RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. C/O&L 200 Alcott Hall	20 APR '59	4/18	JHJ	3-7. The Attached is in accordance 25X1A with [REDACTED] Telephone communication of several days ago. 25X1A [REDACTED] 22-95
2.				
3. AC/FD 1036 Alcott Hall		4/29	RGW	
4.				
5. Comptroller 1039 Alcott Hall		29 Apr	RHF	
6.				
7. A/DDS 125 East Building	29 Apr 7 May 59 59		NGL/P	
8. Attn. [REDACTED]	25X1A			
9. Mr. [REDACTED] 2127 "I" Bldg.				
10.				
11.				
12.				
13.				
14.				
15.				

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	UNCLASSIFIED	CONFIDENTIAL	X	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO	NAME AND ADDRESS		INITIALS	DATE
1	Acting Deputy Director (Support)			
2				
3				
4				
5				
6				
ACTION	DIRECT REPLY	PREPARE REPLY		
APPROVAL	DISPATCH	RECOMMENDATION		
COMMENT	FILE	RETURN		
CONCURRENCE	INFORMATION	SIGNATURE		
Remarks: I agree that this is an improvement in the wording of the message, and recommend that it be released as changed.				
FOLD HERE TO RETURN TO SENDER				
FROM: NAME, ADDRESS AND PHONE NO. <input type="checkbox"/>				DATE
SSA-DD/S, 2129, I- UNCLASSIFIED				5/8/59 25X1A R000600030074-6

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FORM NO. 237 Replaces Form 30-4
1 APR 55 which may be used.

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